



1055 S. Grady Way Renton, WA 98057
425-430-6528 Fax: 425-430-6603
www.rentonriverdays.org

Dear Community Booth Applicant ~

February 24, 2012

It's that time of year again – the time to begin preparations for the 27th Annual IKEA Renton River Days festival. This year, Community Booths are invited to participate for one day, Friday, July 27, or the entire weekend, July 27-29. Please indicate on your application the date(s) your organization wishes to participate.

In order to participate as a Community Booth, there are certain criteria to be met. The service you render to the community must be “not-for-profit” and your booth must provide a free activity for children or families. The activity can be anything from coloring to playing a game. Please see the enclosed list of ideas. You are certainly not limited to the activities listed; they are meant to inspire. You are responsible for your booth set-up, including canopy, tables, chairs, equipment and supplies. You are allowed to distribute information and free giveaways from your booth space only; strolling festival grounds to distribute information or handouts is not permitted. Commercial sales, fundraising, raffles, or donations are not permitted.

Due to the expected volume of Art Market vendors and Community Booths setting up their booths for the festival weekend, for your convenience, we have designated the afternoon of Thursday, July 26, for load-in and set up, in addition to the morning of Friday, July 27. All booths are expected to be ready by 10:30 a.m. on Friday, July 27. We will have limited hand-carts available for use and strongly recommend exhibitors come as self-contained as possible.

Whether your organization will participate on Friday only or the entire weekend, booths are expected to be set up by 10:30 a.m. on Friday, July 27. You are expected to be open for the full extent of the Event Hours in Liberty Park (Art Market Vendors, Nibble of Renton food booths, Stage Entertainment, Community Booths, and the majority of KidZone activities share the same event hours).

Liberty Park Event Hours & Community Booth Hours are as follows:

<i>Friday, July 27</i>	<i>11:00 a.m. – 8:00 p.m.</i>
<i>Saturday, July 28</i>	<i>10:00 a.m. – 8:00 p.m.</i>
<i>Sunday, July 29</i>	<i>10:00 p.m. – 6:00 p.m.</i>

Please complete the enclosed application and return it by June 8, 2012, as Community Booth space is limited. You will be mailed a Load/Unload permit in July, which will allow you access to a permit area to load and unload only. You will then be required to move your vehicle off-site. Renton River Days is not able to provide parking for Community Booth participants.

As you prepare to mail your application, please consider the following items to include with your application:

- Application (make yourself a copy and mail original); application deadline is June 8, 2012
- Check made payable to Renton River Days
- \$1,000,000 Certificate of Insurance (see enclosed document for further information)
- Copies of any literature you plan to hand out

If you need any additional information, please contact Carmen Unti at 425.430.6692 or cunti@rentonwa.gov.

Sincerely,

Sonja Mejlaender
Festival Coordinator

Carmen Unti
Festival Assistant



FOR OFFICE USE ONLY

Date Rcvd: _____ Rcvd Memo Sent: _____

Payment Received \$ _____ Check# _____

Insurance _____

2012 COMMUNITY BOOTH APPLICATION

PLEASE INDICATE THE DATE(S) of YOUR ORGANIZATION'S PARTICIPATION

☐ **Friday, July 27, 2012 ONLY**

☐ **Friday – Sunday, July 27-29, 2012**

Application deadline: June 8, 2012

1. Name of organization or group _____

2. Contact person _____

3. Street Address _____

City, State Zip Code _____

If applicable, please indicate the local contact person and address for Load/Unload permit and mailing.

Local Contact person _____

Local Mailing Address _____

City, State Zip Code _____

4. Contact phone numbers: Day _____ Evening _____

Contact email address: _____

5. Charitable Organization Registration Number: _____

Copy of IRS Letter of Determination included: _____

6. Please indicate area of space requested for your booth set-up and the days of participation:

FRIDAY ONLY

☐ 10' x 10' (\$65)

☐ 10' x 20' (\$90)

☐ Power* (\$15)

FRI, SAT, SUN

☐ 10' x 10' (\$125)

☐ 10' x 20' (\$200)

☐ Power* (\$50)

7. **Each booth is required to provide a free activity for children or families.** Describe your proposed activity. Please note: No food or drink (including bottled water) may be distributed due to "no compete clauses" with Nibble of Renton food vendors. However, you may have free giveaways for visitors to your booth. *A list of family activity ideas is enclosed.*

8. **Renton River Days provides ground space only.** Exhibitors must provide their own canopy, tables, chairs, etc. *Booth locations will be available the afternoon of Thursday, July 26, 2012.*
9. **A \$1,000,000.00 certificate of insurance naming the City of Renton and Renton River Days as additional insured is required for participation in the festival.** Renton River Days insurance does not cover supplies, equipment or materials related to the activities or services of the exhibitor. Please share the enclosed information with your insurance provider to obtain the appropriate certificate of insurance. *Exhibitors may be a "rider" on the Renton River Days insurance policy for a \$125.00 fee. Enclose check with application.*
10. **Exhibitors are welcomed to hand out free giveaways from their booth to festival attendees.** If you plan to hand out literature, please enclose samples or describe content.
11. I understand that my organization will be distributing informational materials only, and that commercial sales, soliciting, or fundraising is not permitted within booth space or on festival grounds. Additionally, amplified sound (i.e. microphones and speakers) is not permitted in booth space.
12. **Exhibitors agree to allow Renton River Days to photograph or record exhibitors' activities and permits use of such photographs or recordings for promotional and fundraising purposes.** All media access and relations will be coordinated through Renton River Days prior to and during the IKEA Renton River Days Festival.
13. **Please read the following and sign.**

The applicant agrees and covenants to hold and save the City of Renton and the Renton River Days their officers, agents, representatives and employees harmless and to promptly indemnify same from and against any and all claims, actions, damages, liability of every type and nature, including all costs and legal expenses incurred by reason of any activity arising under or in connection with participation in Renton River Days, including loss of life, personal injury and/or damage to property arising from or out of any occurrence, omission or activity relating to such participation.

In the event the City shall, without fault on its part, be made a party to any litigation commenced by or against the applicant, then the applicant shall proceed and hold the City harmless and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by the City in connection with such litigation. Further, the applicant agrees to pay all costs, expenses, provisions and agreements hereunder.

Signature

Title

Phone

This form must be signed or your application will not be considered by the Renton River Days Community Booth Committee.

Mail application and check* to:

Renton River Days
1055 South Grady Way
Renton, WA 98057

*Make checks payable to Renton River Days

PLEASE KEEP A COPY OF APPLICATION & MAIL ORIGINAL



Insurance Requirements for the Renton River Days Festival

Please provide this document to your insurance agent

The Renton River Days festival and City of Renton requires the industry standard:

- **\$1,000,000** Commercial General Liability

Requirements **unique** to Renton River Days and the City of Renton:

- Name Renton River Days and the City of Renton as **Additional Insured and provide the endorsement page from the policy**
- **Modify** the cancellation clause to state:
 “Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 45 days written notice to the certificate holder to the left.”
- Put descriptive text of the project in the “Description of Operations” box to include the dates of your entity’s participation.
- The certificate holder must read:
 Renton River Days
 City of Renton
 Attn: Sonja Mejlaender
 1055 South Grady Way
 Renton, WA 98057

**CERTIFICATES OF INSURANCE MAY BE FAXED TO 425.430.6603
OR MAILED TO:**

**RENTON RIVER DAYS
1055 SOUTH GRADY WAY
RENTON, WA 98057**



MISSION STATEMENT

Renton River Days is a family-oriented community celebration comprised of events and activities that enhance the positive image and quality of life of the greater Renton community.

OPERATING GUIDELINES

Renton River Days activities should provide the opportunity to instill a sense of pride in local residents, and opportunity for local government and businesses to increase regional awareness of the services available in this community, and the opportunity for all participating to have a good time in pleasant surroundings.

To further this goal, the following guidelines have been developed.

1. Events should showcase Renton's public and private amenities, our social, business or cultural opportunities, and our rich historical heritage.
2. Events should solicit the active participation of those representing all segments of the community (i.e., age groups, cultural backgrounds, geographic locations). For this purpose, citizens residing outside of the corporate city limits yet close enough to identify with the city of Renton are considered to be members of the community and should be encouraged to participate to the greatest extent possible.
3. Whenever feasible, funds raised by the events for charitable purpose, should support local charitable and educational organizations. Events, displays or activities should not be sponsored that will solely support the commercial interest of one business or one group of businesses. This does not relate to commercial profits earned by a participant in an event when that participant is providing a service of value to the festival or the events (i.e., food vendors, musicians, artists).
4. Events should be organized and conducted in a manner that will project a positive image for the city. When possible, public facilities, city parks and the Cedar River should be used to enhance Renton as an attractive, dynamic, people-oriented community.
5. Events should be reviewed in the light of the purpose of Renton River Days with thought to liability exposure, the ability to be financially self-supporting, and appeal to a broad range of participants.
6. Program continuity should be pursued. Special events for a single year should not be encouraged. Each event should become part of a larger tradition that can be refined and grow with time.
7. When possible, other annual local events should be consolidated with Renton River Days. This will (1) allow for the most efficient use of available resources; (2) increase the regional identity, marketability and awareness of the festival; (3) avoid confusion regarding local activities and event sponsorship, and (4) encourage a spirit of community between potentially competing events.



IDEAS FOR FREE FAMILY ACTIVITIES

By providing a free activity for kids and families, you will not only enhance the community spirit and involvement of the IKEA Renton River Days festival, but you will attract more visitors to your booth! There's no easier way to get adults to your booth than by getting the attention of the kids with them! Consider the ideas below and how you can customize the idea to fit your business, organization, or cause.

- **Bean Bag/Football/etc. Toss** — Use plywood to cut out holes large enough for the bean bag to easily fit through.
- **Coloring Pages** — Provide crayons and coloring pages. Could be a contest or just for fun.
- **Putt Putt Golf** — Set up a course (can be rented or purchased) and encourage visitors to make a hole in one!
- **Sand / Water Table** — Gather a variety of beach toys and buckets for kids to splash around.
- **"Fishing" for a prize** — Set up a wall partition. Kids throw their pole over the wall and hope to catch "the big one!"
- **Spin a Prize Wheel** — Make or purchase a wheel with different sections. Where you land determines your prize.
- **"Plinko" board** — Make or purchase a board ... then use your price is Right skills to land in the best prize spot.
- **Relay Races / Obstacle Course** — visitors can race around cones, through tunnels, etc. Keep track of times and have a Wall of Fame for fast finishers.
- **Puzzles** — Have a variety of hands-on or paper puzzles for visitors to complete.
- **Bubbles** — purchase or make bubble solution. Have a variety of bubble wands for visitors to use.
- **Play Dough / Clay** — set up a table and purchase or make play dough. Provide a variety of "tools" for visitors to create works of art.
- **Photos** — Use a digital camera and printer to provide visitors a photo to commemorate their visit to IKEA Renton River Days. You can even include your logo, website, etc. on the photo.
- **Craft:**
 - Visor
 - Picture Frame
 - Kites
 - Buttons
 - Necklaces
 - Origami

WEBSITES FOR MORE IDEAS:

- www.crayola.com
- www.creativekidsathome.com
- www.kaboose.com
- www.theideabox.com
- www.freekidscrafts.com